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wardens' handbook].

**PROVINCE OF ONTARIO
CIVILIAN DEFENCE COMMITTEE
(A. R. P.)**

HANDBOOK No. 6

**AIR RAID
WARDENS'
HANDBOOK**



ONTARIO

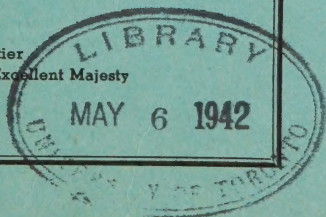
**PARLIAMENT BUILDINGS
TORONTO**

OTTAWA

Edmond Cloutier

Printer to the King's most Excellent Majesty

1942



THIS BOOK BELONGS TO:

My Telephone Number is.....

I am.....Warden, Post No.....

In Case of Emergency Notify:

NAMES AND ADDRESSES OF WARDENS AT POST No.....

Post Warden.....

.....Tel. No.....

Second Warden.....

.....Tel. No.....

Other Wardens.....

Gov. Doc.
Ont
Com
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PROVINCE OF ONTARIO
CIVILIAN DEFENCE COMMITTEE
(A. R. P.)

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AIR RAID WARDENS'
HANDBOOK



ONTARIO

PARLIAMENT BUILDINGS
TORONTO

OTTAWA

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1942

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7.5.42

LOCAL A.R.P. ORGANIZATIONS

Municipality.....

Division..... District.....

Section..... Sector.....

Location of Sector Post..... Tel. No.....

Extent of Sector.....

Report Centre..... Tel. No.....

Nearest Police Station..... Tel. No.....

Nearest Fire Station (or Aux. Stn.)..... Tel. No.....

First Aid Posts..... Tel. No.....

Hospitals..... Tel. No.....

..... Tel. No.....

Public Utility Posts..... Tel. No.....

Transportation Posts..... Tel. No.....

Welfare Posts..... Tel. No.....

| Public Shelters | Location | Capacity: |
|-----------------|----------|-----------|
|-----------------|----------|-----------|

FOREWORD

THIS HANDBOOK has been prepared for use in the instruction and training of the members of the Warden Service which forms the essential link between the public and all civil defence services. Members of the Warden Service are responsible for advising and helping their neighbours on all civil defence matters and for reporting damage and "incidents" and summoning appropriate help when required.

An Air Raid Warden has specific duties to perform; he must study, review and practice them so that he may carry them out when an emergency occurs without failure or error. He must know his sector and his people well and must gain their confidence: to them he represents civilian defence. John Strachey says of the English Wardens: "Their quietness has echoed around the world; their ordinariness has become a flag; their kindness has become a rock; their courage has become an avalanche; in their amusement empires melt."

An Air Raid Warden has an unique position in Canadian community life under present war conditions. It is a position of leadership and trust demanding his best effort.

I recommend this Manual for the attention and careful study of all Air Raid Wardens.

G. D. CONANT,
Chairman

Toronto, 1942.

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1. AIR RAID WARDENS

This Handbook gives an outline of the duties of Air Raid Wardens and of the organization under which they work. It is an outline only and, particularly in the matter of organization, there is room for variation according to the needs of particular areas and the scheme adopted by the authority responsible for each area.

This, and the Handbooks in the list of references at the end of this volume, form the basis of a Warden's instruction and training. Every Warden should be thoroughly familiar with them.

The primary object of the Air Raid Warden Service is to provide protection for the lives and property of the civilian population in the event of attack by the enemy and to act as the observation and reporting link for **all** civilian defence services.

To gain this end, the efforts of the Service must be directed to acquiring knowledge not only to minimize the effects of such attacks, but also to educate all citizens.

The Warden occupies a most important place in the general scheme of Civilian Defence organization.

In war time he is expected to act with courage and presence of mind as a leader and helper of the people in his immediate neighbourhood and as a link between such people and the local Civilian Defence Services. Further, he is expected to carry out with speed, accuracy, coolness and efficiency the important duties described later. He is placed, as it were, in the front line of our Civilian Defence Scheme.

The burden placed upon the Warden Service is a heavy one. A person, to be properly fitted for this

duty, must have a sound knowledge of his authority and duties and the manner in which such duties are to be performed. He should be a responsible and reliable citizen, of good character with initiative and sound judgment.

In order to carry out his duties efficiently in an emergency, the Warden should have the full co-operation of persons in his Sector. While his duties are to advise and assist, he should encourage his neighbours to learn to look after themselves.

He must, therefore, become acquainted with the people in his Sector and inform them of his address and the location of his post, so that they can come to him for advice and assistance, inform him of any indications of sabotage, subversive and "fifth column" activities and, in the event of a raid, warn him immediately of any damage or casualties in or near their homes, especially in secluded areas, etc., which, ordinarily, the Warden may not be able to cover during his patrol.

As evidence of his authority, the Warden is supplied with an Identification Card signed by the Secretary of the local C.D.C., a special arm band, and a badge. The Warden should not enter any premises without first showing some evidence of his authority.

The Warden's Identification Card not only proves his authority to householders and others with whom he may come in contact in the performance of his duties, but also enables him to offer his services as a Warden if he is away from his own Sector. An A.R.P. badge is not in itself sufficient evidence of a Warden's authority.

The Warden is not a policeman, nor a special constable, and he will not have, and does not need,

police powers. He can, however, by his example and his readiness to help, exercise a powerful influence in times of stress.

As a Warden he will be entitled to the benefit of the arrangements for compensation in case of injury which have been made for members of Civilian Defence organizations.

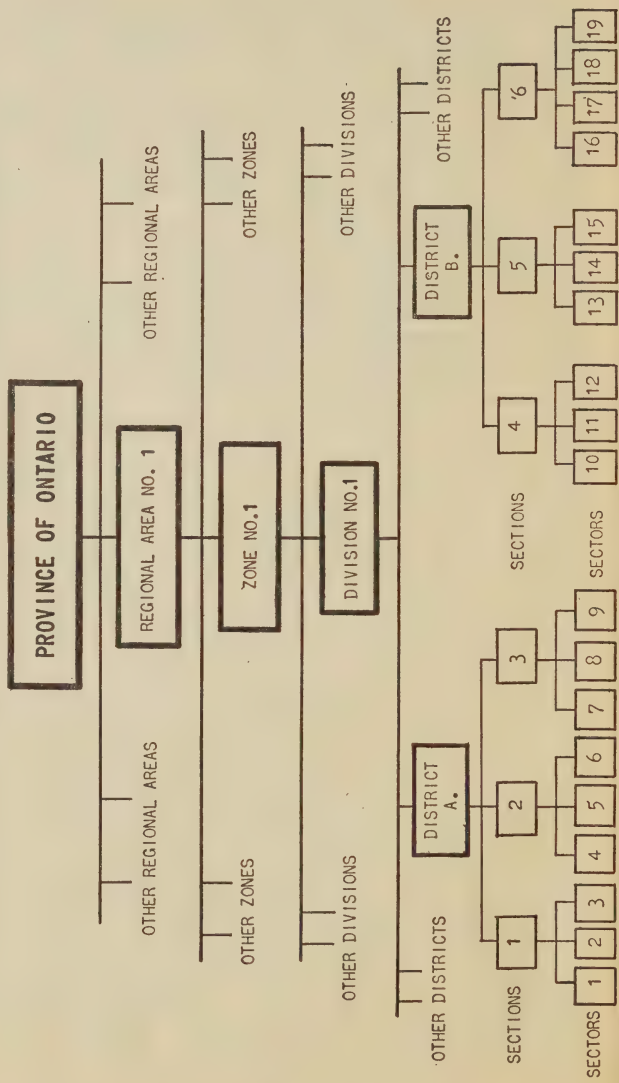
So that he may have a clear idea of the work that he has to do, every Warden should not only know about the organization and duties of his own Service, but also of the relation of that Service to the Civilian Defence organization generally, and of the main functions of the other Civilian Defence Services.

His responsibilities when on duty are confined to his post and his Sector, but he has supporting him the resources of the entire Civilian Defence organization. Police, Fire, Medical, Public Utilities, Transportation and Welfare Auxiliaries frequently will be moving through his Sector and, while the Warden has no authority to assume command of such auxiliary bodies, it will be his duty to guide them to the place where their services are most needed; to show them where there is a telephone if they need it and, generally, to be as helpful as possible. He should not participate in the work of the other services when they arrive, unless he is requested to do so.

Until there are sufficient volunteers for all the Civilian Defence Services in his area, a Warden should do what he can to induce his friends and neighbours to enroll and qualify as members of one of the Civilian Defence Services.

Although, for simplicity, this book speaks of a Warden as "he" or "him," women Wardens perform important duties and are an essential part of the Civilian Defence organization.

CIVILIAN DEFENCE CHART NO. 1 ---ZONING OF PROVINCE OF ONTARIO



2. ORGANIZATION

For Civilian Defence purposes, the Province of Ontario is divided into Regional Areas, each such area being composed of a number of municipalities. Each Regional Area is designated by a number. Each Regional Area is divided into zones according to the number of municipalities which it contains, each municipality being a Zone, and such Zones being numbered consecutively. In a few special cases, where the area covered is not too great or where parts of municipalities are involved, a Zone may embrace all or part of several municipalities.

The executive head of the Warden Service in each Zone is the Chief Warden.

The number of Wardens required in any Zone depends on its size and population. The usual basis is six wardens per 500 population in large urban centres, with a lower proportion in smaller centres.

Each Zone is divided into Divisions and each Division is in charge of a Divisional Warden. Divisions are numbered consecutively from No. 1 up to the number of divisions in the Zone.

Each Division is divided into Districts, with a District Warden in charge. Districts are designated by a letter, starting with the letter "A," and other letters being used in alphabetical order according to the number of districts in the Division.

Districts are divided into Sections, each under the control of a Section Warden. Sections are numbered consecutively from No. 1 up, according to the number of sections in the Division.

Each Section is divided into Sectors, each containing about 500 people and, as a general rule, having

six Wardens. In rural districts, this may be varied, depending upon the distribution of population in the particular area.

Sectors are numbered consecutively from No. 1 up, according to the number of Sectors in each Division.

In each Sector there will be a Warden's Post. This Post is the place to which the Wardens allotted to the Sector served by the Post will assemble on receipt of an air raid warning. The Post Warden will remain at the Post to receive and forward reports while the other Wardens take up active patrol duties. There should be a sufficient number of Wardens at each Post to allow for absentees and to permit a system of two reliefs to be operated if necessary.

An alternative Post must be established for use in case the regular Post is destroyed. This should be as close as possible to the regular Post and be used only if the regular Post is not available.

The Post will be any room or building in a convenient location in the Sector, easily accessible to the street or streets and, preferably, with a good view of the street. It may be the house of one of the Wardens, a shop, a school building or some other premises. It must have a telephone. It should be plainly marked by signs so that it may be identified readily by the public.

Public buildings and institutions, schools, hospitals, and apartment houses normally occupied by more than fifty people, as well as hotels, office buildings, large retail stores, railway stations and other premises that are normally frequented by large numbers of persons, will be classified as **Special Posts**, and will have special Wardens appointed to be respon-

sible for the premises and its occupants. These Wardens will be members of the regular Wardens' Service and will co-operate with the Wardens in their Sector.

Industrial plants, commercial or mercantile establishments and office buildings not normally frequented by large numbers of the general public, whose occupants exceed 50 persons, will be classified as **Separate Posts**, and each will be expected to have its own group of Wardens. These Wardens will not necessarily form part of the regular Wardens' Service though they may serve as members of the regular Wardens' Service outside their working hours in the districts where they reside.

In Sectors where these large buildings are numerous, the usual population basis of 500 persons per Sector may be greatly exceeded.

One of the Wardens belonging to each Sector Post will act as Post Warden. He will be responsible for the manning of the Post and supervising the work of the other Wardens.

Where there is a second relief of Wardens for the Post, another Warden will be appointed Second Warden, and will take charge in the absence of the Post Warden.

In Zones or municipalities having a population of 1,500 or less, the Wardens need not be organized in two reliefs. One Post, used as a rallying point for members of all Civilian Defence Services, often will be sufficient. Individual Wardens can operate mainly from their own homes since, in a small community, the Wardens and their homes will be well known to everyone. This arrangement is convenient and will permit of an even distribution of the Wardens over the whole area.

In the smaller Zones or municipalities where it is deemed unnecessary to divide the area into Divisions, Districts, Sections and Sectors, because of the small area affected, the Zone or municipality should be divided first into Sectors, then grouped into Sections. Further grouping into Districts and Divisions will probably be unnecessary.

If Wardens are required to supervise public shelters, these will be in addition to the usual Sector Wardens allocated to the Sector, but will be under the control of the Section Warden.

The Chief Warden, Divisional, District and Section Wardens will each require at least one deputy.

3. DUTIES OF OFFICERS

Chief Warden:

The Chief Warden is responsible for the organization, control and equipment of the Wardens' Services, for establishing an efficient communications system for the Wardens' Service and for assisting the Divisional and District Wardens in organizing their respective Divisions and Districts. He is also responsible for the proper co-ordination of all Warden Services, and for the co-ordination of all Civilian Defence Services in his area.

The Chief Warden will have under his direct control a reserve of Wardens to reinforce areas as required.

Divisional and District Wardens:

Divisional Wardens will be assisted by District Wardens and will be responsible for:

- (1) The recruiting of Warden personnel.
- (2) The training and instruction of Wardens.
- (3) The locating and equipping of the Wardens' Posts.
- (4) Keeping Wardens fully informed on developments in Civilian Defence work, locally and generally.
- (5) Maintaining interest, efficiency and discipline.
- (6) The maintenance of an efficient Divisional communication system and messenger service.

Section Wardens:

It is essential that Section Wardens possess the necessary qualifications and have leadership ability to fit them for training volunteers assigned to the Wardens' Service in their Sections.

Section Wardens should assemble their Wardens at least twice a month for training and instruction. During these sessions, discussion should be encouraged in the interests of general knowledge and efficiency.

At these meetings the Post Wardens should report on their respective Sectors, personnel, Post equipment, etc., while Section Wardens should utilize such meetings to keep their Wardens fully informed respecting the latest developments in Civilian Defence, especially in so far as local organization is concerned.

The objective of the Section Warden should be to maintain a high standard of discipline compatible with a voluntary organization, to deal fairly with all criticisms and complaints and to give consideration to suggestions put forward by any of the Wardens.

The Duties of a Section Warden are:

(1) To supervise his Section and to give practical training, advice and guidance to the Wardens assigned for duty in his Section with the object of maintaining their interest and promoting efficiency.

(2) To allocate duties and patrols in the Sectors of his Section.

(3) To arrange shifts of Wardens in the various sectors under his direction.

(4) To keep all records and information relating to his Section up-to-date.

(5) To prepare Sector maps and issue copies of them to his Post Wardens.

(6) To see that householders and occupants of other premises are informed of the addresses and telephone numbers of the local Wardens and Warden Posts.

(7) To keep in touch with any newly-enrolled Wardens and to instruct them fully in their duties.

(8) To safeguard all equipment in his Section, and ensure that it is maintained in serviceable condition.

(9) To maintain contacts with Separate Posts in factories, schools, churches, theatres and other premises in his Section in which there may be a large number of persons.

(10) To keep the District Warden fully informed respecting conditions in his Section, efficiency of Wardens, etc. Cases of inefficiency or lack of interest on the part of Wardens should be reported.

(11) To arrange regular meetings of the Wardens assigned for duty in the various Sectors in his Section, to discuss with them matters especially affecting the Section, to keep them fully informed of local and general developments in Civilian Defence, and to give the Warden practical training regularly in the making of written and telephone reports.

(12) To ensure that the Wardens keep their Civilian Defence knowledge thoroughly up-to-date.

Sector Wardens:

(1) Sector Wardens should be selected with extreme care. They should be alert, active and capable men who can be relied upon to act quickly and efficiently in an emergency of any kind.

(2) They should provide all householders and others in their Sector, with sufficient information to enable them to look after themselves so far as it is possible in an emergency and to co-operate with the Wardens in the interests of general safety.

(3) They should encourage householders, and those living or working in their Sector, to come to them for advice and assistance.

(4) They should act on the basis that, generally speaking, their duty is to prevent panic and preserve order, save life and prevent injury in the Sector as a whole.

4. STANDING ORDERS

(1) The Section Warden will arrange suitable turns of duty or rosters for Wardens, so that each Post will be manned during emergency periods in such a manner that there will always be an adequate number of Wardens on duty at all times.

(2) On receipt of an air raid warning (either **"Preliminary Caution"** or **"Action Warning"**) each Sector Warden must report immediately to his Post. If the Post Warden is not there, the first Warden reporting must take command and report: "POST MANNED" to his Section Warden by telephone, or by messenger, if necessary. He will satisfy himself that all the equipment in the Post is available and ready for immediate use.

(3) When an air raid warning (**"Action Warning"**) is received the Section Wardens and the Post Wardens must make sure that all of the Sectors in the Section are patrolled and report to the District Warden accordingly. If additional assistance is needed the Section Warden should notify the District Warden of his requirements.

(4) The Post Warden will record in the Post Book the names of all Wardens on duty and the equipment issued to them.

(5) The Post Warden will be responsible for the maintenance of proper discipline at the Post, for prompt and correct attention to all reports, messages, etc., and for seeing that all Post equipment is kept in a clean and serviceable condition.

(6) He will see to it that all occurrences in his Sector are correctly recorded in the Post Book, with particulars of date, time, place and action taken.

(7) The Post Warden must remain at the Post.

(8) Wardens should patrol in pairs, if possible, so that, if the need arises, one of them can act as a messenger.

(9) After the raid has passed and the "All Clear" signal given, each Warden must report back to his Post and make a written report of all incidents in his Sector. If a Warden does not report, a search party should be sent out to find him, as he may be injured. The Post Warden must account for all Wardens in his Sector.

(10) Wardens on patrol will report directly to the Report Centre without delay all incidents requiring the assistance of other Services, and then to their own Post, from which any further action will be taken.

(11) Before dismissing Wardens, the Section and Post Wardens will satisfy themselves that all Sectors have been patrolled after the raid, that, where necessary, supplementary reports have been made and that adequate arrangements have been made for any immediate contingency.

5. EQUIPMENT OF A WARDEN'S POST

The following articles constitute the necessary equipment of a Warden's Post and the numbers indicate the approximate quantity required for every six Wardens:

- Desk and sufficient chairs for personnel.
- Telephone
- Report book for recording occurrences and reports.
- Six armbands (of standard design).
- Six steel helmets.
- Three flashlights and extra batteries.
- Three whistles.
- One small First Aid Kit.
- Six civilian duty respirators (when available).
- Three light oilskin anti-gas suits (when available).
- Three pairs of rubber boots (when available).
- Three pairs of anti-gas gloves (when available).
- Six anti-gas eye shields (when available).
- Three anti-gas curtains.
- Two hand rattles (when available).
- One hand bell.
- Supply of report form pads.
- Quantity of rope and signs for roping off danger areas.
- Supply of Civilian Defence literature and pamphlets issued for the use of the public.
- Supply of such other equipment, together with reserve quantities as may be necessary from time to time.

Except for armbands and steel helmets, all this equipment (including the respirators, etc.) will be kept at the Post, and will not be taken home by the individual Wardens. When available, they will have Civilian respirators like everyone else, for use when not on duty.

It should not be necessary to supply individual Wardens with large-scale maps of their Sectors. The individual Sector is very small, and they should be sufficiently familiar with the locality not to need a map. It may, however, be convenient to supply Section Wardens and Post Wardens with maps of the area for which they are responsible.

6. WHAT A WARDEN MUST KNOW

(1) The main features of the local Civilian Defence organization, including the schemes of local air raid and gas warnings, the location of the local Police Stations, Warden Posts, Fire Halls, Fire Auxiliary Posts, First Aid Posts, Ambulance Depots, Hospitals and other Medical Auxiliary Posts, Public Utilities, Transportation and Welfare Depots.

(2) The equipment he requires, and where he can obtain it; what equipment is maintained at his Post, and how all such equipment, as well as equipment issued to the public, is kept in a proper state of cleanliness and efficiency.

(3) **Concerning His Sector:** Its extent, and the names of all streets and roads therein; the names, addresses and telephone numbers of District, Section, Post Wardens and Wardens; the addresses of invalid, aged and infirm people and children who might require special attention and assistance; the location of all fire hydrants and other water supplies; fire alarm boxes, police patrol boxes, and telephones which may be used in an emergency; the addresses of all druggists, nurses, doctors, veterinary surgeons and persons with special training useful in civilian defence; the location of places of safety and places of special danger, such as premises where inflammable or explosive material is stored, etc.; the location of Separate Posts, such as important Public Utility buildings, factories engaged in the manufacture of war materials, schools, hospitals, churches, theatres, and other premises housing a large number

of persons, etc. He should also be well acquainted with the location of local means of cutting off escaping water and gas; the fire-fighting arrangements in his Sector; the location of any supplies of hand fire-fighting equipment such as hand pumps, extinguishers, etc.; the location of neighbouring Warden's Posts. All such items should be recorded in the Warden's Handbook.

(4) The arrangements for providing shelters for householders, pedestrians, etc.

(5) The elementary methods of protection against high explosives.

(6) The dangers of incendiary bombs, and the methods of dealing with them and with any resultant fires.

(7) The chief characteristics of war gases, including methods of detection and of protection against them.

(8) The elements of First Aid for the treatment of injured persons and gas casualties.

(9) How to recognize and report breakages of water, gas or sewer pipes, telephone and electric wires and cables.

(10) How to make clear, concise and accurate reports concerning air raid damage, fires, violations of air raid warning regulations, etc., and the location of Report Centres to which these should be forwarded.

(11) The arrangements of patrols in his Sector and the use of Sector and other maps.

(12) How to co-operate in an emergency with all local Civilian Defence Services.

(13) How food should be protected from contamination so that he can properly advise householders and storekeepers in his Sector.

(14) How a Refuge Room should be prepared.

7. TRAINING

The training of Air Raid Wardens should be on progressive lines and should be conducted in four distinct phases: Individual, Collective, Combined Exercises, and Refresher Courses.

Air Raid Wardens must be thoroughly trained:

(a) **Individually**, to ensure their personal efficiency.

(b) **Collectively**, to ensure that they can work efficiently together as a team in such matters as: (1) The working of a Sector Post, including action on receipt of air raid warnings, patrol, distribution of respirators, etc.; (2) the reporting on official forms, by night and by day, of bomb, fire and other air raid damage; (3) duties during an emergency; (4) action after a raid is over.

(c) **In Combined Exercises** for teams of Wardens with teams from other branches of the Civilian Defence Services, so as to ensure their co-operation and co-ordination. The exercises are intended to be arranged progressively from simple practices to exercises wherein all branches of the Civilian Defence organization work together under realistic conditions at night and under Blackout conditions.

(d) **In Refresher Courses** to ensure that their knowledge is up-to-date and their efficiency maintained.

All Civilian Defence Volunteers must take a Basic Course as provided in Ontario Civilian Defence Committee (A.R.P.) Handbook No. 2.

In arranging a syllabus for Basic Course Lectures, as well as for individual and collective training, and for combined exercises and refresher courses, provision should be made for lectures and training sessions to be as practical as possible. Special emphasis should be placed on the relation of the Warden to the public and police.

8. WARDEN'S DUTIES DURING AN AIR RAID WARNING

When an air raid warning is sounded, if you can possibly do so, go at once to your Sector, report at your Post and take up patrol duty. If you are too far away from your own Sector, offer your assistance at the nearest Post. You should, of course, have your badge and identification card with you.

On patrol, your first duty is to clear the streets and assist in stopping and controlling street traffic. People should be told to go to their homes or, if they cannot reach them within a few minutes, they should be directed to one of the shelter positions in the Sector or the nearest place of safety. You should see that drivers of vehicles leave the streets clear for Civilian Defence Emergency Services, that drivers park their automobiles at curbs or off the roadways and that wide openings are left opposite hydrants.

It is your duty to enforce all air raid warning regulations, any infractions of which should be reported in writing to the Post Warden who, in turn, will forward them to the Chief Warden through the proper channels. It is your duty to report immediately to the proper authorities any casualties, fires, breaks in water and gas mains, hydro lines, etc., or any other incidents requiring official investigation or attention.

It is also your duty to prevent confusion or panic and to assist civilians in any manner possible. Be on the alert for any violation of the law which may occur, reporting it immediately to the nearest police officer. Be on watch for sabotage, subversive or "fifth column" activities.

If the air raid warning is after dark, Blackout Regulations should be strictly enforced. You should warn householders at once if any light is showing and, if it is not immediately extinguished, you should report the facts in accordance with instructions given in Chapter 9. Street, traffic and stop signs and lights should be examined and if you find any lights not conforming to Blackout Regulations you should require them to be extinguished and report the violation. Lights on vehicles should be watched to see that they comply with Blackout Regulations, and infractions should be immediately checked and reported.

It is your job to direct units of the various Civilian Defence Services to places where they are required in your Sector by the shortest and safest route. Warn them of any existing danger and be ready to transmit any messages or render any other assistance required by these Services.

Panic can develop to serious proportions, resulting in injury or loss of life. Therefore, you should do what you can to calm and reassure the people in your Sector by personal example and advice. If necessary, call directly for police help. Do not fail to report every happening in your Sector which may require official investigation and attention. Make your report clear and accurate. Send in your report before attempting to do anything else.

During an air raid warning **do not leave your patrol** except to make a report to the Post, unless authorized to do so by your Post Warden. You should, however, be prepared to assist Wardens in adjoining Sectors if required to do so in an emergency.

Do not expose yourself unnecessarily during a raid.

9. WARDENS' REPORTS AND COMMUNICATIONS

Two of the most important duties a Warden is called upon to perform during an emergency are reconnaissance and reporting. Practically all other Services rely upon the Warden locating and reporting the occurrences which require their assistance. The Warden is expected to find out quickly what has happened in his Sector and to convey sufficient information to the Report Centre immediately in order that the necessary services be brought into action with the least possible delay.

He should not waste time making a complete survey, but should investigate the situation as quickly as possible to determine what Services are required, and jot down the necessary details on the Report Form. If conditions are such that he is unable to write (because of cold, rain or darkness), he should telephone his report or, if a telephone is not available, go immediately to the Sector Post.

Reports of air raid damage requiring the assistance of other Services should be made directly to the Report Centre. The Warden should make his report by telephone if possible. When transmitted over the telephone the report must be clear, accurate, concise, and worded in the form of a telegram. Code or abbreviations should not be used unless authorized.

While speed is vital, accuracy is essential. A wrong address or other incorrect information may send a valuable Service miles out of its way. While life is very valuable and every effort must be made to save

it, the Warden should not waste time in ascertaining the exact number of casualties or people trapped, but should give an approximate number. The original report can always be supplemented later with details of casualties or damage.

If a Warden's report is sent by messenger to the Sector Post he should not send a verbal message if it is possible to avoid doing so, because of the danger that a mistake will be made in its delivery.

When a Warden reports air raid damage direct to the Report Centre he must make a similar report to his Sector Post by telephone or messenger, and inform the Post that the necessary message to the Report Centre has been sent. On no account must this last point be omitted.

Only in exceptional cases should reports go direct to a Service instead of first to the Report Centre. If the Warden happens to be close to a fire alarm box or a patrolling First Aid party, it would be the right thing to do but the Report Centre should be informed at once through the Sector Post when such a call has been made in order that the Report Centre may know that such Service unit has been called into operation.

When reporting a fire, it is vital to give the exact street address or location, to name the class of building (e.g., residence, store, school, etc.), and to tell whether the fire is just starting or has gained substantial headway.

If bomb damage has blocked any traffic route, this fact should be reported.

A Warden should ascertain what private telephones are available in his Sector and obtain the owners' permission to use them for reports in an emergency.

One of the first duties of a Warden is to acquire complete and accurate knowledge of the official Report Form—what information it calls for and in what order that information is to be given. He must memorize this form so that he can give a message without reference to the printed form. This is necessary not only to expedite his work, but also because every message telephoned to the Report Centre is recorded on a report form drafted in the same order as the Warden's Report Form. Furthermore, this practice will eliminate the possibility of mistakes and omissions likely to occur in the stress of an air raid, particularly if the Warden is wearing his gas mask.

If the Warden sends or takes a written report to his Post, the particulars will be communicated at once to the Report Centre by telephone, messenger or other means. As soon as the Warden hears the operator at the Report Centre answer **he should make his report in the standard manner of the Report Form, beginning with the words, "AIR RAID DAMAGE . . ."**

If the Post telephone is out of order the message must be got through to the Report Centre by some other available means, e.g., a nearby police box or private telephone (if working), or by hand by one of the Wardens or any messenger available.

All Report Forms sent to the Post, and all Report Forms completed at the Post, should be carefully filed by the Warden in charge and should form the basis of the general report sent from the Post to Civilian Defence Headquarters after the raid.

Reporting Blackout Violations

In reporting blackout violations when occupants of premises or drivers of motor vehicles have refused or neglected to extinguish or properly screen lights, such reports should be made as follows:

If lights are showing from premises:

(a) Notes of the violations should be made at the time so that, for example, if lights are showing from a window or windows, the Warden may be able to describe the window or windows; what efforts, if any, were made to shade the lights; the location in the premises; the distance from which the light could be seen and the time at which the violation was observed.

(b) Care should be taken to get the proper address. In the case of a duplex, apartment house or office building, the exact suite or other proper description should be carefully noted.

(c) The full name and address of the "occupier" of the premises should be written down at the time, if possible.

(d) Any remarks of the "occupier" of the premises should be noted.

(e) A witness to corroborate all or any of the facts should be obtained if possible.

If motor vehicle lights are not properly shielded:

Motorists refusing or neglecting to comply with the regulations should be reported by name and address of the driver, license number, make and colour of vehicle, and the place, time and nature of the incident.

CIVIL AIR RAID PRECAUTIONS - CANADA

WARDEN'S REPORT

DATE.....19.....

AIR RAID DAMAGE Post No.....

Location of Occurrence.....

TYPE OF BOMB: H.E. INCENDIARY GAS

Number of Casualties: Male.....

Female.....

Number Trapped: By wreckage.....

By fire.....

DAMAGE TO MAINS: WATER GAS SEWERS

DAMAGE TO TELEPHONE LINES: Overhead

Underground

DAMAGE TO ELECTRIC LINES: Overhead

Underground

ROADS BLOCKED.....

LOCATION OF UNEXPLODED BOMBS.....

TIME OCCURRENCE REPORTED.....

SERVICES ALREADY ON SPOT:

ASSISTANCE REQUIRED:

REMARKS:

MESSAGE ENDS

.....
Signature of Warden.

10. WARDEN'S REPORT

(1) The Warden's Report Form illustrated on the opposite page has two advantages:

(a) No important information can be overlooked.

(b) Reports will follow a recognized sequence.

(2) Each Warden should carry a pad of these forms.

(3) While a raid is still in progress the fall of an H.E. or Incendiary bomb will NOT be reported if it causes no casualties and little or no damage, or damage which does not require early repair.

(4) When a report relates to an H.E. bomb which has caused no casualties, this fact must be mentioned. A fire need not be reported if it is very small, and either under control or obviously unlikely to spread.

(5) When reporting "Service already on Spot," the identification number of the parties should be given, e.g., "FIRST AID PARTY No. 2."

11. WATCHING FOR FIRES

Fire offers a simple and most effective means for the complete destruction of any war effort or vital service and, because of its self-propagation, is almost the only possible means for widespread destruction caused by any type of enemy action. Therefore, watching for fires, particularly from incendiary bombs, forms a most important part of the duties of the Warden Service.

Wardens should organize and train residents and others in their Sectors to watch for incendiary bombs and to handle them, if possible, without calling on the Fire Service, the efforts of which should be reserved for fires which have got beyond first aid control or which are in large residential, school, hospital or industrial buildings. For fire-watching duties, specially trained Wardens should instruct groups of citizens in the use of such first aid fire-fighting equipment as is immediately available. This includes stirrup pumps, garden hose, pails and bags of sand, sand mats and water-type fire extinguishers, such as pump-tanks or soda acid extinguishers. This organization should be sufficient to cover every building in the Sector.





Factories, business premises, churches, schools, etc., classified as Special or Separate Posts and manned by their own group of Wardens, each will be expected to have Fire Watchers' squads for their respective buildings. With this object in view, Wardens should impress on the owners or occupants of such buildings the urgent necessity for establishing a protection scheme for their properties, if steps to

do so have not already been taken. These fire watchers should be equipped with stirrup pumps, pails of sand, shovels or other emergency equipment, to handle incendiary bombs as soon as they fall, and should give immediate warning of any fire which requires the attention of the Fire Service.

Wardens should familiarize themselves particularly with the vantage points for observation and with any special fire hazards in their Sector as well as with the fire-fighting facilities in or available to their Sector.

12. AIR RAID WARNING SIGNALS

The types of Air Raid Warning Signals are as follows:

| | | | | |
|--|-----------------------------|-----------------|--|---|
|  | Pre-liminary Caution | "A.R.P. Yellow" | CONFIDENTIAL to LIMITED NUMBER of recipients who take precautionary and unobtrusive measures to be ready to act instantly the action warning is received. | By telephone only |
|  | Cancel Pre-liminary Caution | "A.R.P. White" | CIRCUMSTANCES NECES-SITATING THE PRELIMINARY CAUTION NOW PASSED. | By telephone only |
|  | Action Warn-ing | "A.R.P. Red" | Public Warning — Meaning that an air raid may occur within a short time. If after dark—signal for black-outs. Fluctuating or intermittent signal. | Public warning by siren plus telephone call |
|  | All Clear | "A.R.P. Green" | INDICATES "ALL CLEAR" that raids have passed or threat of attack has been removed. Steady Signal. | Public warning by siren |

"A.R.P. YELLOW"—Preliminary Caution
"Alert"—Confidential. This warning signal is a message issued by telephone or messenger to senior officials and key men of the Civilian Defence organization and to certain other essential services. It serves to notify them to be on the alert for an **"Action"** signal and ready to go into action. This has to be issued before the intention of the raiders can be accurately forecast, and the **"Action"** warn-

ing may not always follow. The **Preliminary Caution** therefore will be kept confidential so as not to disturb or alarm the public unnecessarily. Wardens receiving this signal should go quietly and unobtrusively on duty, and remain in the Post until the **"Action"** warning is received or the **"Cancel Preliminary Caution"** or "All Clear" is given.

"A. R. P. WHITE" — Cancel Preliminary Caution—This signal is given by telephone to cancel the **"Preliminary Caution."** It means that the preliminary threat of enemy aircraft action indicated by the **A.R.P. Yellow** signal is passed, and that normal routine may be resumed. **A.R.P. White** is confidential and must be communicated only to those who have received the **Preliminary Caution** message.

"A.R.P. RED"—"Action"—Warning. This is a public warning of a threatened attack and means that a raid is imminent and that immediate action in regard to air raid precautions is to be taken. The public signal is given by a system of air raid sirens or by all available sirens, whistles and bells. Additional telephone warning may be given to officials and key men. On this signal, all Wardens will proceed to their Posts, and take up their patrol and other duties. If at night, Blackout Regulations will be enforced.

"A.R.P. GREEN"—"All Clear" Signal. This signifies that the raid is over or that the threat of an attack is no longer imminent. It is a public signal sounded by the siren system or by all available sirens, whistles and bells. It notifies the public and industry

that they may resume normal routine. If a Blackout has been enforced, that normal lights may be resumed. After the "ALL CLEAR," Wardens should not go off duty until dismissed by their Post, Sector, District or Divisional Warden.

S I G N A L S

The "**Action**" Signal will be given by an Air Raid Siren System if there is one; if not, by all available sound equipment including fire and other service sirens, factory whistles, locomotive whistles and bells sounding a fluctuating or intermittent signal.

The "**All Clear**" will be given by a continuous, steady air raid siren signal or by continuous steady blasts of all sirens and whistles and the ringing of all bells.

13. GAS WARNINGS

The signal for indicating the presence of gas will be given by police and Wardens in each Sector where gas is suspected, by sounding hand rattles. Wardens should go through all the streets in the Sector which may be affected, sounding the hand rattles more or less continuously.

Directly a Warden thinks he smells gas or hears a bomb fall which might be a gas bomb, he should investigate quickly and, if his suspicions are confirmed, he should at once report and then patrol the Sector, sounding his rattle, remembering that the danger will be downwind, not upwind. The gas warning should not be extended more widely than is necessary. A Warden hearing the rattle used by another Warden downwind from him should do nothing. If he hears it upwind he should at once move towards that side of his Sector and be ready to sound his rattle at the first sign of gas. A gas warning should not be passed downwind from Warden to Warden for an unnecessary distance.

When the Wardens sound their rattles on detecting gas, the Warden at the Post will report at once to headquarters.

The cancellation of the local gas warning will be sounded by Police and Wardens ringing hand bells in the streets of the Sector concerned.

LIST OF REFERENCES

1. A.R.P. Handbook No. 1—Personal Precaution Against Gas.
2. A.R.P. Handbook No. 5—Structural Precautions Against Bombs and Gas.
3. A.R.P. Handbook No. 6—Air Raid Precautions in Factories and Business Premises.
4. A.R.P. Handbook No. 8—The Duties of Air Raid Wardens.
5. A.R.P. Memorandum No. 1—Treatment of Casualties and Decontamination of Personnel.
6. A.R.P. Memorandum No. 2—Rescue Parties and Clearance of Debris.
7. A.R.P. Memorandum No. 4—Air Raid Wardens.
8. A.R.P. Memorandum No. 6—Local Communications and Reporting of Air Raid Damage.
9. A.R.P. Memorandum No. 7—Personal Requirements for Air Raids, General and Fire Precautions Services, and the Police Service.
10. Air Raids—"What You Must Know—What You Must Do"—Issued by the Ministry of Home Security.
11. A.R.P. Practical Guide—by S. Evelyn Thomas.
12. Tactical Training in A.R.P.—by S. Evelyn Thomas.
13. Ontario C.D.C. Handbook No. 1—Organization and Instruction.
14. Ontario C.D.C. Handbook No. 2—General Training Manual.
15. Ontario C.D.C. Handbook No. 3—Police Service.
16. Ontario C.D.C. Handbook No. 4—Fire Services.

Handbooks Numbered 1 to 10 are British Government Publications, not available for general distribution.

Handbooks Numbered 11 to 12 may be purchased at book-sellers handling British Publications.

Handbooks Numbered 13 to 16 may be obtained through the Ontario Civilian Defence Committee, Parliament Buildings, Toronto, Ont.

SECTOR NOTES

Invalids, Aged Persons, Children and Others Who May Need Special Assistance

Names

Addresses

INFORMATION PERTAINING TO:

Hydrants and Water Supply, Fire Alarm Boxes, Places of Safety, Places of Special Danger, and Adjoining Sector Posts.

SPECIAL POSTS IN SECTOR

Designation

Address

Phone No.

SEPARATE POSTS IN SECTOR

Designation

Address

Phone No.

AVAILABLE TELEPHONES

(In Sector)

Location

Number

DOCTORS — DRUGGISTS — NURSES

(in Sector or close at hand)

Name

Address

Phone No.

WARDEN'S NOTES

WARDEN'S NOTES

WARDEN'S NOTES

**DRAW A PLAN OF YOUR SECTOR
ON THIS PAGE**

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C No.6 [Air raid wardens' handbook].

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